

Syston & District U3A: our Privacy Policy and your Personal Information

We treat your privacy seriously and our policy, set out below, explains how we will deal with the personal information that you've given to us. This is information that could identify you, or is related in some way to, your identity.

What personal information do we collect?

When you join the U3A you will be asked to provide certain information, including:

- your name
- home address
- email address
- telephone number
- your subscription details

How do we collect personal information?

All the information will be obtained directly from yourself, usually when you first join the U3A. It will be collected from your Membership form or online contact form. When you provide your personal information for membership purposes we will also ask for your consent to store and use your data. Your consent is required in order to ensure that we comply with legislation under General Data Protection Regulations.

We use your personal information to:

- provide U3A activities and services to you
- help us to plan, manage, and run the U3A
- communicate with you about group activities
- monitor, develop and improve the way we provide our activities

We'll send you messages by email, post, other digital methods and telephone to advise you of U3A activities.

Who do we share your personal information with?

We may share the information you have provided to us as follows:

- Internally - to committee members and Group Organisers when necessary to support your participation in the U3A
- Externally - with your agreement for products or services from the Third Age Trust such as Third Age Matters, the quarterly magazine, and other Trust publications
- If we have a statutory duty to disclose it for other legal and regulatory reasons

Where we need to share your information outside of the U3A we will ask your permission and tell you who the information will be shared with and why.

How long do we keep your personal information?

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than 12 months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case members will be informed about how long information will be held for and when it is deleted.

How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, you will need to inform us about any changes to your personal information, for example change of address, or phone numbers. You can do this by contacting the Membership Secretary on sadu3amembers@gmail.com or by phoning 0116 2120188.

If you wish to view the information that we hold you can do this by contacting the Membership Secretary - details above. There may be circumstances where we are not able to comply with your request. This might include where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise we will respond within 14 days of your request being made.

How do we store your personal information?

We have security safeguards in place to protect your personal information against loss, theft, unauthorised access, disclosure, copying, use, or modification. Your information is held electronically on a secure digital database only accessible to Committee Members with relevant permissions.

Availability and changes to this policy

This policy is available via the website or by request to a Committee Member and may change from time to time. If we make any significant changes we will inform Members via the Newsletter, Members' meetings, email, and direct mail.

Contact

If you have any questions about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us at sadu3aMembers@gmail.com or by phone to 0116 2120188.